



POLICY BULLETIN

DMH Number 10-03, November 4, 2010

This bulletin is being distributed to announce new, revised and deleted policies. Please note that new and revised policies listed below are hyperlinked to support your immediate access and review with a single click on policy title. The deleted policies can no longer be linked but are identified to provide updated information.

LAC-DMH Policy Bulletins will be posted in the Intranet Policy Website as changes occur.

NEW, REVISED AND DELETED POLICIES INCLUDE:

NEW:

[202.38 -- Non-Open Protected Health Information \(PHI\) File](#)

[202.39 -- Clinical Correspondence Concerning Client](#)

[202.40 -- Triage](#)

REVISED:

[103.01 -- Standards for Prescribing and Monitoring Medications](#)

[601.04 -- Transfers](#)

[606.02 -- Probationary Reports](#)

[609.07 -- Overtime Accrual for FLSA-Exempt Employees](#)

DELETED:

302.1 -- Microcomputer Controls

302.2 -- Microcomputer Hardware Security

302.3 -- Authorization to Use Microcomputer Equipment

302.4 -- Securing Microcomputer Equipment

- 302.6 -- Portable Microcomputer Equipment (Laptop & Transportable Computers)
- 302.7 -- Unauthorized Microcomputer Equipment
- 302.8 -- Microcomputer Data/Information Security
- 302.9 -- Confidential and Sensitive Information on Microcomputer Systems
- 302.10 -- Microcomputer Data Storage and Back-Up